



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminister Street
Providence, Rhode Island 02903-3400

**E-VERIFY
PROGRAM
EMPLOYER**

Deborah A. Gist
Commissioner

VACANCY NOTICE

AUGUST 23, 2010

**DIVISION OF EDUCATOR EXCELLENCE & INSTRUCTIONAL EFFECTIVENESS
OFFICE OF EDUCATOR QUALITY**

***SR. DATA SYSTEMS ADMINISTRATOR**

\$74,373 - \$90,373

With support from federal Race to the Top funds, the R.I. Department of Elementary and Secondary Education (RIDE) is recruiting a number of talented and dynamic professionals and support staff to help us transform education in Rhode Island and prepare all of our students for success in college, careers, and life. Our exciting, high-energy environment offers a wonderful opportunity for innovative, resourceful, and dedicated individuals looking to make a difference in the lives of students and to make our public schools America's best.

APPLICATION PERIOD:

All resumes must be received or postmarked on or before **September 3, 2010** or until position is filled.

APPLICATION REQUIREMENTS:

Send cover letter, resume and two current letters of reference to:

Rhode Island Department of Education
Office of Human Resource Development
255 Westminister St.
Providence, RI 02903

or email to: lisa.vieira@ride.ri.gov

PLEASE NOTE:

Candidates selected for interview will be required to submit official transcripts.

DUTIES AND

RESPONSIBILITIES:

See attached job description.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

***This is a new position at RIDE, and it is to be funded through the Race to the Top grant for the award period of 2010-11 through 2014-15. Funding for continuation of the position beyond the award period is not guaranteed.**

(Position is part of Local 2012, AFT)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600 Fax (401)222-6178 TTY 800-745-5555 Voice 800-745-6575
www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, color, sex, sexual orientation, race, religion, national origin, or disability

DEPARTMENT OF ELEMENTARY AND SECONDARY
EDUCATION
NONCLASSIFIED JOB DESCRIPTION

TITLE: Senior Data Systems Administrator

GENERAL STATEMENT OF DUTIES: Incumbents are responsible for planning, designing, overseeing, and engaging in all aspects of data collections, processing, validation, analysis, management, consolidation, and dissemination, including development and implementation, of integrated data systems to facilitate such data processes as required by Federal and State laws and mandates for accountability and school improvement.

SUPERVISION RECEIVED: Works under the supervision of a manager with wide latitude to exercise independent judgement. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgement to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Plans, coordinates and oversees all data related processes and procedures, which includes: identifying teams of developers, analysts, and client support staff; coordinating and streamlining work processes; and documenting and sharing work standards and procedures.

Engages in the design, development, implementation, and support of information infrastructure to facilitate data collection, processing, verification, consolidation, and reporting while ensuring efficiency, interoperability, security, and integrity of data.

Functions as the agency's senior data analyst and statistician, which involves: analyzing and processing data affecting school performance and classification, evaluating the reliability and validity of collected data, submitting timely and reliable reports for annual publications; advising and engaging in the design and implementation of the State's Accountability and Progressive Support and Invention systems.

Serves as the State NCES Forum liaison, Coordinator for the Common Core Data, and Coordinator for the Performance Based Data Management Initiative through the Department of Education in order to determine and implement the best innovations in collecting, reporting, and using educational statistics.

Performs Federal reporting of educational statistics, which involves analyzing, preparing, and submitting a variety of data to Federal, State, and local agencies.

Researches and analyzes NCLB and other federally and state-mandated data elements and ensures that they are incorporated into existing and future data systems to ensure compliance with applicable regulations.

Assists clients in understanding, using, and accessing data.

Performs database design, management, and administration, which includes: planning, designing, and creating enterprise level databases to collect, and store district educational data; creating and maintaining backup plans; creating data publications and replication schemes; and, administering user access.

Performs related work as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Knowledge of complex educational environments related to administration of teaching and student learning.

Knowledge of applicable Federal, State, and local laws, rules, and regulations affecting data collection, processing, consolidation, analysis, and reporting.

Knowledge of educational statistics.

Knowledge of standards-based assessment and the testing framework.

Knowledge of system design, development, implementation, and user support principles and practices.

Knowledge of database principles and practices.

Knowledge of web-based portal application design and development principles and practices.

Skilled in planning innovative, efficient, and productive information infrastructure to facilitate data transactions.

Skilled in managing information systems.

Skilled in monitoring and evaluating staff.

Skilled in designing, developing, implementing, and supporting applications.

Skilled in developing training materials.

Skilled in solving complex problems.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

EDUCATION: Master's Degree in Education

EXPERIENCE: Five years of responsible research and data analysis experience.

and/or any combination of knowledge, skills and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.